

ASSESSING	EVIDENCE	JUDGEMENT	E ☑	NE ☑
FUNDAMENTALS OF MESSAGE Task 1 – Record Keeping <u>Learning Outcome</u> <i>Use client health records effectively in a relaxation massage practice</i>	The student must create the following client health records 1. Client Details 2. S.O.T.A.P.	Records include at least 4 completed Client Details forms.		
		At least 6 treatments are recorded using a SOTAP process that relate to the submitted Client Details forms		
		The presented Client Details form is significantly different from the Otago Polytechnic form.		
		Records are easily legible		
	The student must present evidence of at least 6 massage therapy sessions which have been recorded using 1. Client Details 2. S.O.T.A.P. At least 2 of these records must show evidence of follow-up treatments with a client that has previously been treated by the student.	At least 3 abbreviations are used. They are standard and would be understood by other healthcare professionals		
		Terminology used will be able to be understood by other health professionals		
		Records are updated following any clinical contact with the client		
		Treatment provided is documented		
		Intentional and unintentional effects of treatment are documented		
		Information is recorded without bias		
		Subjective measures of client health and well being status are documented		
		Date: / / E = / 6 NE = / 5 Assessor: _____		